

Master's degree in Paleobiology and Fossil Record

- **Please, read this document carefully.**
- Any changes or new information will be made available by e-mail or telephone. Please, check your mailbox regularly.
- If you have any questions or queries, you can contact us at:

Gestió Acadèmica (GA) / Academic Management Office
Telephone: (+34) 93 581 2280
Mail: ga.ciencies.masters@uab.cat

1. **PRE-PAYEMENT / RESERVE YOUR PLACE**
 - Fully admitted students: make the **pre-payment** by 15th July. **Otherwise, your place will be assigned to another applicant.**
 - Students pending undergraduate diploma: send an email to ga.ciencies.masters@uab.cat by 15th July confirming you want to reserve your place. Submittance of your bachelor's degree certificate/diploma is compulsory before your self-registration session. **Otherwise, your place will be assigned to another applicant.**
2. **TUTORIAL SESSION & TUTORIAL FORM**.- All admitted students must have a tutorial session and send the tutorial form signed by coordinator and student to ga.ciencies.masters@uab.cat before self-registration, so your record can be activated depending on your dedication:
Full-time students (must register 60 ECTS): the entire master's course, including **specialisation and optional** modules according to the tutorial form.
Part-time students (must register 30 ECTS): half the credits of the master's course, including **specialisation and optional modules from 1st year**, according to the tutorial form.
3. **FEE DEDUCTION OR EXEMPTION**.- In case you hold the relevant **supporting documents** (large family membership card or certificate issued in Spain, disability certificate issued in Spain, **other deductions**, etc), send it to ga.ciencies.masters@uab.cat before self-registration in order to be entered to your record.
4. **SELF-REGISTRATION***.- Complete your online self-registration on <https://sia.uab.cat/> -> **Self-registration of other undergraduates and master's degree students**, according to the tutorial session and signed tutorial form:

Self-Registration: July 25-31, 2024 / September 5-25, 2024 Welcome session: online (pending information) Teaching start date: Thursday September 12, 2024, 15h

- (a) Check exact period and time on <https://sia.uab.cat> -> Verification of the self-registration schedule
- (b) [Step-by-step self-registration manual](#)

* In case of disagreement with the fees or subjects shown on the confirmation screen during the self-registration session, please, **DO NOT CLICK** the "Accept" button and contact to ga.ciencies.masters@uab.cat immediately.

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5. **DOCUMENTS TO BE DELIVERED **:**

All the original documentation that has qualified you for admission to the master's programme must be submitted to the Gestió Acadèmica (either in paper format or in an official verifiable electronic format) with [previous appointment](#) by December 15th 2024.

Simple copies, photocopies or scanned documents will not be accepted.

In case you do not deliver the original documents in due time, **your registration will be cancelled**, and you will lose all rights accordingly.

- Bachelor's degree [diploma](#)
- Complete official [academic transcript](#) of the bachelor's degree studies that have qualified the student to join the master's programme
- [ID](#) (identity document):
 - Spanish DNI (national students)
 - Students from European Union (EU): valid [NIE](#) (ID number for foreigner students) or EU passport, original and copy.
 - Students from OUTSIDE European Union: valid [TIE](#) (ID card for foreign students), original and copy.
 - European Union residence permit, if you have it, before self-registration.
- [SEPA](#) form (in case that the fees are not paid by credit card). Print it from the last self-registration screen and sign it.
- Reduction or exemption accrediting documentation. Hand in the original documents by 7th November
- Health insurance (in case you are 28 years old or above)

Help for international students: [UAB International Support Service](#)

**** If your qualification for joining this master's degree programme is a degree from a university abroad, you should keep the following in mind:**

Degree certificates and transcripts issued by European Union institutions, by signatory countries of the Agreement on the European Economic Area, and by Switzerland must be official and issued by the competent authorities.

Degree certificates and transcripts issued by non-European Union institutions must be official, issued by the competent authorities and legalised diplomatically (Ministry of Education + Ministry of Foreign Affairs + [Spanish Embassy/Consulate](#), from country of origin) or, where applicable, through the [Hague Convention](#) Apostille or the [Andrés Bello Agreement](#).

Legalization must be obtained in the country of origin where documents have been issued.

**** Translation of documents issued abroad**

*All documents in **Catalan, Spanish or English** are admissible. To translate documents in French, Italian or Portuguese, you may use the UAB Language Service (Servei de Llengües). In this case, you are responsible for the arrangements and costs involved. In all other cases, you need to **attach (along with the original documents)** the corresponding translation into Catalan, Spanish or English produced by a sworn translator, by any Spanish diplomatic or consular mission abroad, or by your own country's diplomatic or consular mission in Spain.*